

STUDENT EMPLOYMENT AGREEMENT

U.S. Department of Justice

*United States Attorney's Office
District of Maryland*

6625 United States Courthouse
101 West Lombard Street
Baltimore, MD 21201-2692

Welcome to the United States Attorney's Office for the District of Maryland. You will have the opportunity to contribute to the success of our operations by performing your assigned duties to the best of your ability. We rely on the support we receive from individuals like yourself. We hope that you will gain productive experience here that will be of value to your future endeavors.

You are being employed under the provisions of the Student Temporary Employment Program. It is therefore mandatory that you continue to meet the basic requirements of this Program, as follows:

- Maintain your *student* status (enrolled as a degree seeking student in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school), taking at least a half-time academic, vocational, or technical course load, as defined by the school of enrollment.
- Maintain an academic grade point average of 2.0 or higher on a 4-point scale.

It is not mandatory that you enroll in summer terms of study. However, within 30 calendar days of the close of each period of enrollment (semester or quarter), it is ***your responsibility*** to submit to the Personnel Office, through your supervisor, the following documentation:

- A copy of your grade report from the previous term.
- A copy of your registration, including course schedule, for the next term. If the new term is following a summer term which you did not attend, it is ***your responsibility*** to submit a copy of your next registration, including course schedule, not later than 15 calendar days prior to start of the new term (typically the *fall* term).

If your status changes – you drop a course, add a course, terminate your enrollment, change schools, etc. – it is ***your responsibility*** to notify the Personnel Office, through your supervisor, in writing, of the exact timing and details of the change in your status.

Not later than 30 calendar days before the expiration of your current appointment, it is ***your responsibility*** to submit to the Personnel Office, through your supervisor, an up-to-date certified copy of your complete transcript.

The above requirements are to insure that you continue to meet the requirements for continued employment. Failure to meet the program requirements may result in termination of student temporary employment. If at any time you have any questions regarding your employment, you should first discuss them with your supervisor. If your supervisor does not know the answer, he or she will discuss the matter with a member of the Personnel Office staff.

By signature below, you and your supervisor acknowledge notice of your responsibilities as outlined above. You and your supervisor will be given a copy of this agreement, with a copy in your OPF.

Printed Name: _____ School: _____

Student Signature and Date

Supervisor Signature and Date

Terms are (circle one): Semester / Quarter / Other and typically start in the following months (circle):

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec